

CITY OF BURBANK

TRANSPORTATION OPERATIONS SUPERVISOR

DEFINITION

Under direction, coordinates and operates Transportation Programs for children, senior citizens, and persons with disabilities; and to do related work as required.

ESSENTIAL FUNCTIONS

Coordinates the daily operations of Transportation Programs for citizens and disabled individuals; supervises and trains staff; conducts employee evaluations and makes disciplinary action recommendations; schedules and assigns routes for efficient service delivery; assists in grant and budget preparation; maintains program records and statistics; serves on City and regional committees; maintains records on vehicle maintenance and safety standards; prepares written reports and makes recommendations; provides for clients' special needs; advises authorities as to health or related problems of clients; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the aging process, its various stages, and individual and personal needs of the elderly; the principles and practices of sound supervision; maintenance and safety needs for vehicles; modern office methods, procedures, and equipment.
- Ability to – drive a multi-passenger specialized vehicle; prepare program reports; utilize a computer to schedule and dispatch employees and services; plan and direct the work of others.

Education/Training: Two years of accredited college work with emphasis on transportation management, gerontology, social work, recreation, or a related field and two years experience coordinating, driving and supervising a specialized transportation system. Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class "B" driver's license or equivalent at time of appointment; Red Cross First Aid and CPR certificates are required within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language.